



Weston Public Schools
Munis Security

Finance and Operations Office
 89 Wellesley Street
 Weston, MA 02493

Procedure:	Munis Security	Revised Date:	May, 2012
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Policy: Districts accounting software should be reviewed regularly to ensure that only properly authorized individuals, utilizing security passwords, can access or modify Munis data.

The purpose of the Munis Security procedure is to summarize who has access to the Town's financial and personnel system.

Completed By:	Assistant Superintendent for Finance and Operations	Reviewed By:	Assistant Town Manager Town Treasurer
Approved By:	Assistant Town Manager Town Treasurer Information Systems Manager	Entered By:	Assistant Town Manager Town Treasurer Information Systems Manager
Form Title:		Estimated Time Frame:	3-5 Days

Process for Completion:

Weston School employees seeking access to Munis must make a request to the Assistant Superintendent for Finance and Operations.

If access is appropriate, the Director requests access to the Town (Town Treasurer, Assistant Town Manager and Information Systems Manager).

Access to Munis is granted as view, modify and/or approve status based on an individual's role in the district.

Below is a summary of the types of access granted:

Role	View	Modify	Approve
WPS Dept Menu (All Basic Users)	GL Account Inquiry YTD Budget Report Vendor Inquiry/Reports Purchase Order Inquiry Purchase Order by GL Account Standard PO Reports Vendor Invoice Lists Menu Personal Preference	Requisition Entry	
WPS AP (Head Bookkeeper)	WPS Dept Menu Invoice History by GL Acct Invoice Aging Reports Invoice Open Report Vendor Fiscal Year Summary Vendor Invoice Lists Next Year Budget Reports	Invoice Entry/Proof Invoice Maintenance Open PO Locks Next Year Budget Entry	Invoice Approval
WPS AP with VIN (Bookkeeper)	WPS Dept Menu WPS AP		Vendor FM Vendor Merge Requisition Approval Req. Conversion to PO PO Entry/Proof Print POs PO Maintenance
Payroll			All Relevant Screens

Human Resources	All Relevant Screens
Assistant Superintendent for Finance and Operations	All Screens for School Dept.

Once initial training of the individual by the Assistant Superintendent for Finance and Operations is completed the School Information Technology Office installs MUNIS onto the trained employee's computer.

For additional information, please contact:			
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Weston School Committee Policy:	Employee Appropriate Use Policy of Information Technology Resources, GBEE		